

## Surplus Property Team Standard Operating Procedures

**Job Title:** Warehouse worker (Shelli Stephenson)

**Job Summary:** Cashier. Coordinates the delivery and pickup of surplus property. Markets surplus goods to customers including on the Internet. Coordinates vendor payments from the Surplus Team with the Surplus Accountant. Orders office supplies. Updates and generates various reports, computer files, and logs.

### Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Cashiering.** This position has the primary responsibility of helping customers purchasing goods from Surplus Property. (D)
- **Coordinates the delivery and pickup of surplus property to the Draper Facility.** This includes the record keeping in the SP-1 logbook. (D)
- **Markets Surplus Property.** This position is responsible to market some of the inventory available at Surplus Property. This includes using the media center to send broadcast faxes and e-mails, making fliers and phone calls and listing items for sell on Internet auction sites. It is also the responsibility of this Warehouse worker to identify goods at the Surplus Property site that are unique or have been at Surplus Property for an extended time. These goods are marketed to potential customers that may be interested in purchasing the property. In addition this position is responsible to research details (including Internet searches) to price unique items and identify useful information for customers who purchase goods from Surplus Property. (W)
- **Works with the Surplus Accountant to verify approvals for payments to outside vendors.** Once the Surplus Accountant has stamped his approval for payment to vendors all invoices are entered into FINET and logged into the (IAT) Inter Agency Transfer Logbook. (W)
- **Orders all the office supplies for DFO employees at the Draper site.** Once a week a report is generated that lists all the supplies to be ordered for the coming week. This report is given to the Surplus Property Manager for approval and then forwarded to the Account Tech at the State Capital that orders office supplies for all DFO employees. (W)
- **Updates the account receivable and invoices spreadsheets for the Surplus Accountant.** The file names of the three Excel spreadsheets updated weekly are: “AR STATE 01”, “INV FY 01”, and “AR FED 01.” (W)
- **Generates and coordinates the weekly activity report for the Surplus Property Team.** All the information included in the weekly activity report is gathered on Monday morning and consolidated into the one-page report form. The report requires updating the running totals for the fiscal year on the activity report. (W)
- **Function as a backup to other Warehouse workers at the Surplus Site.** Some of the specific back-up responsibilities include entering the SP-1’s into the PLUS System and the receiving of goods to Surplus Property.

### Important processes I am responsible for or part of?

- Cashiering (See the attached flowchart)
- SP-1 logbook process (See the attached flowchart)

**Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)**

- Surplus Property Team Activity Report. (W)

**Person(s) that backs me up when I am on vacation or sick?**

- The other State and Federal Warehouse workers